Practical assignment: **Resume and cover letter!**

- *Counts toward* "Homework & other assignments," drafts graded out of 3, final versions graded out of 25 total.
- *Due* according to the schedule below.

The purpose of this assignment is to demonstrate understanding of paralegal roles, tasks, and skills, and to gain awareness of paralegal employment opportunities and the process for securing such employment.

Gen Ed Student Learning Outcome: Skills—communicate in diverse settings and groups, using written and oral means; gather information from observation.

Overview: Each student will prepare a resume and cover letter to (hypothetically) submit to a law office where you might like to work, in application for a paralegal position.

1. **First draft resume** – **due by email 8am Th. Sept. 15**. Prepare a first draft resume to submit to the law office identified in your "law office post" on OpenLab, or another office where you might like to apply for a paralegal position. Please email the draft resume to me (kcoughlin@citytech.cuny.edu) by 8am Th. Sept. 15 as an attached Word document, NOT a link to Google docs, or a PDF, or anything else. In that day's class, we'll review each other's (anonymous) resumes and discuss what we like about them and how they could be improved.
2. **Revised draft resume** – **due by email before class on Tu. Sept. 20.** Based on Thursday's discussion, your reading of ch. 2, and your review of sample resumes, you will revise and improve your resume, and submit the revised version by email before class starts on Tu. Sept. 20. I will return it to you with comments on Th. Sept. 22.
3. **First draft cover letter** – **due by email 8am Th. Sept. 22.** Each student will prepare a first draft cover letter to submit to the law office to which you are (hypothetically) applying, enclosing your resume. Please email the letter to me (kcoughlin@citytech.cuny.edu) by 8am Th. Sept. 22 as an attached Word document, NOT a link to Google docs, or a PDF, or anything else. In that day's class, we'll review each other's (anonymous) draft letters and discuss what we like about them and how they could be improved. Based on our discussions, reading of ch. 2, and review of various sample cover letters, you will revise and improve your letter to submit your final version on Fri. Sept. 23.
4. **Final versions** – **due by email by the end of Fri. Sept. 23.** Final, fully-proofread versions of both your resume and cover letter are due by email by 11:59pm on Fri. Sept. 23. They will be graded according to the rubrics below, out of a total of 25 points: 12 points for each document, plus one point just for submitting them! *Have fun!* ☺

Resume Rubric	Good	Passable	Poor
Format: Appropriate resume format, as discussed in class and reviewed in course materials.	3	2	1
Content: Includes contact information, education, work experience, and any other appropriate information, in sufficient detail, and correct grammar and spelling.	3	2	1
Organization: Organized in a manner that makes sense, and shows that you are strong candidate for the position.	3	2	1
Professionalism: Shows careful proofreading, including proper grammar, spelling, and vocabulary.	3	2	1

Cover Letter Rubric	Good	Passable	Poor
Format: Appropriate business letter format, as discussed in class and course materials; includes all necessary elements (heading, date, inside address, greeting, closing, signature, etc.).	3	2	1
Content: Concisely explains the purpose of the letter, and why you are a strong candidate, in sufficient detail, with correct grammar and spelling.	3	2	1
Organization: Organized into paragraphs that make sense, and will be understandable and persuasive to a potential employer.	3	2	1
Professionalism: Shows careful proofreading, including proper grammar, spelling, and vocabulary.	3	2	1